

Salary Lapse



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The FFIS implementation in no way affects the current salary lapse policy. However, there are several actions that are required to reflect the results of salary lapse reporting in FFIS.

Salary Lapse Adjustments in FFIS

Salary lapse is reported three times per year: April, July and August. The following are the steps taken to report salary lapse:

Step	Action
1	Accounting technician maintains salary expenses for their unit.
2	The accounting technician applies the percentage policy and uses SAMS to generate salary lapse reports and sends to an Area/NAL ABFO.
3	Area/NAL ABFO sends a consolidated report to headquarters.
4	SBFO enters a BL document to remove salary lapse from program code. The BL document is then put on hold.
5	FMD sends the SAMS file to BPMS.
6	BPMS enters the BE documents to remove reported salary lapse from the Division level advises SBFO's when the documents have been entered.
7	SBFO's executes the SAs and BLs.